

## **SECTION VI - PROCEDURE**

### **6.1 FORMAL APPLICATION**

Application Procedures and Fees shall be in accordance with the Town of Newton Planning Board Policies and Procedures Manual, as amended. (Rev. 2008)

### **6.2 CONDITIONAL USE PERMIT**

- A. The Board hereby adopts the following procedures for review and approval of Conditional Use Permits. Projects that fall under Conditional Use Permit authority include the items listed below. These provisions are enacted to permit the expedited and cost-effective review of Conditional Use Permits.
  - 1. Home Occupations, as described in the applicable section of the Newton Zoning Ordinance.
  - 2. Accessory Apartments, as described in the applicable section of the Newton Zoning Ordinance.
  - 3. Aquifer Protection Zone Permitted Uses, as described in the applicable section of the Newton Zoning Ordinance.
- B. Conditional Use Permit applications may be submitted, reviewed, and approved at one or more Board hearings subject to the following conditions:
  - 1. Submission and notice: An application for Conditional Use Permit approval shall be submitted in the same manner as prescribed in Section 1 of the Policies and Procedures Manual, including fees. Notice of Conditional Use Permit review requests shall be given in the same manner as prescribed in Section 8 of the Policies and Procedures Manual.
  - 2. Public Hearing: A public hearing, with notice as provided in Section 8 of the Policies and Procedures Manual, shall be held for the Board to render a final decision on the Conditional Use Permit.
  - 3. Decision of the Board: With the exception of the expedited review procedures intended herein, the Board shall follow the same decision making principles specified for standard site plan review applications.
  - 4. Required exhibits and fees: Conditional Use Permit plans are not required to be prepared by a professional engineer or licensed land surveyor, but must accurately depict distances, setbacks, and other required information necessary for Board review. Fees shall be in accordance with Schedule of Fees, B, 4 of the Policies and Procedures Manual. The following items shall be depicted on the Conditional Use Permit application plan.
    - (a) The name and address of the property owner.
    - (b) Location of the site (vicinity sketch), street, address, zoning district, and Tax Map/Lot number.
    - (c) Description of the existing and proposed uses, including, but not limited to, approximate size, height, and placement of structures, parking and loading areas, driveways, water, sewer, drainage, and utility lines, paved areas, exterior signs, exterior lighting, and landscaping.

- (d) Calculations of allocation of space for primary and accessory uses.
- (e) Additional information as stipulated in the Newton Zoning Ordinance, as applicable.